

CHAPTER 2

CM/ECF GLOSSARY

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Adobe Acrobat

Application used almost universally to create and view "PDF" documents. "Adobe" created the "PDF" format.

Attachment

An additional supporting document filed electronically with a pleading.

Automatic E-mail Notification

A CM-ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Internet Explorer and Netscape Navigator are the two WEB browsers used with CM/ECF.

Case Number

The case number identifies the record in CM/ECF. Using the complete case number will ensure efficient and correct inquiries and filing. The case number format is:

(Type code-year-case type-number) (ie; 3-02-bk-12345)

- **Type Code:** (one digit) - Designates the Division office the case is assigned to.
Jacksonville (3), Orlando (6), Tampa (8), Fort Myers (9)
- **Year:** (two digits) - The last 2-digits of the year the case was filed.
- **Case Type:** (two digits) - The case types are *bk* (bankruptcy) or *ap* (adversary proceeding),
- **Case number:**(up to five digits) - The number assigned to the case.

Category

In CM-ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM-ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing NIBS with "next generation" case management capabilities. With CM-ECF, users can file documents electronically via the Internet.

Cookies

A cookie is a file created by an Internet site to store information on your computer, such as your preference when visiting that site. There are several types of cookies, and you can choose whether to allow some, none, or all of them to be saved on your computer. If you do not allow cookies at all, you may not be able to view some Web sites or take advantage of customization features. Once a cookie is saved on your computer, only the Web site that created the cookie can read it.

Default

A Default is a common suggested value displayed by CM-ECF on a screen. If correct, you may accept it, if incorrect, you type over it.

Document Type

In CM-ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A hypertext link is a URL imbedded in an html (hypertext markup language) document and is usually underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Electronic Filing

An electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. All documents filed in CM-ECF must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format.

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Middle District of Florida Bankruptcy Court website is: www.flmb.uscourts.gov.